

Title: Associate Director, 1833 Society, Kalamazoo College Fund  
Immediate supervisor: Director, Kalamazoo College Fund

#### Position summary

The Associate Director, 1833 Society identifies, cultivates, personally solicits, and stewards 1833 Society donors and prospective donors (those giving or having the potential to make gifts of \$1,000 or more to the annual fund) with the goal of increasing the number of these donors to the College on a consistent and repeatable basis. The work with donors is expected to be personal in nature with an emphasis on face-to-face visits.

#### Responsibilities

- Monitors, renews, upgrades, and acquires leadership unrestricted annual gifts of \$1,000 or more. Works collaboratively with Advancement colleagues, administrators and other staff and faculty to reach annual development goals.
- Manages a portfolio of qualified 1833 Society prospects of approximately 200 and spends 70percent of time soliciting 1833 Society donors and prospects. Personally contacts and visits prospects. Develops and implements cultivation, solicitation, and stewardship strategies.
- In coordination with the entire Kalamazoo College Fund staff and Advancement team, develops and executes strategies to increase and retain membership as well as upgrades giving levels of existing members of the 1833 Society.
- Works closely with Prospect Management and Research staff to ensure prospect qualification.
- Responds to referrals of leadership annual gifts from colleagues in the Kalamazoo College Fund and Prospect Management and Research.
- In collaboration with the Director, Kalamazoo College Fund recruits and coordinates the 1833 Leadership Council to encourage 1833 Society membership.
- In collaboration with the Director, Kalamazoo College Fund prepares yearly goals and objectives that identify 1833 donors and prospects.
- Coordinates 1833 donor cultivation events in assigned areas as well as other activities that may arise.
- Provides support to annual giving staff with related projects as assigned.

#### Qualifications

- Bachelor's degree required.
- Two years proven direct fundraising experience, preferably in higher education.
- Self-motivated, well-organized, detail-oriented, and possessing demonstrated, effective written and oral communication skills.
- Demonstrated understanding of sophisticated fundraising and marketing techniques, volunteer management, donor relations, and stewardship.
- Ability to forge strong working relationships with others and a capacity for engaging confidence and trust among prospects and donors.
- High motivation for success coupled with diplomacy, tact, confidentiality, and consistent follow through.
- Willingness and ability to work both independently and as a part of a team.
- Computer proficiency required.

- Demonstrated ability to articulate the value of an undergraduate liberal arts college experience.
- Willingness and ability to travel extensively and work evening and weekend hours as needed.
- Participation in Reunion/Homecoming and Commencement weekend activities required.
- A valid Michigan driver's license and a driving record in accord with College policy.
- Physical requirements of the job include:

Ability to work in an office environment with extensive use of computer and telephone; Ability to lift and carry up to ten pounds; Ability to read and write and to handle and process paper documents; Ability to move between and within campus buildings, indoors and outdoors; Ability to travel to meetings and events off campus.

General information regarding employment opportunities:

Kalamazoo College encourages candidates who will contribute to the cultural diversity of the College to apply and to identify themselves if they wish. Equal Opportunity Employer.

To apply, send cover letter and resume via email to [hr@kzoo.edu](mailto:hr@kzoo.edu), using "Application-ADV1833AD11MAY" as your subject. Please send your materials either as Microsoft Word attachments or .pdf files or as the text of your email message.

Posting date: 26 May 2011. Full consideration will be given to applications received by 10 June with later submissions reviewed as needed until position is filled.